

DIABETES SKILLS CHECKLIST

RETURN DEMONSTRATION

Trained Staff Member: _____ **School/Grade:** _____

GLUCOSE MONITORING	Training Date	Attending Staff Initials	Licensed Trainer Initials
A. States name and purpose of task			
B. Identifies supplies <ol style="list-style-type: none"> 1. Insulin syringe 2. Medication-Insulin 3. Gloves 4. Alcohol wipe 5. Tissue or cotton ball 6. Sharps container or disposal plan 			
C. Procedure: <ol style="list-style-type: none"> 1. Wash hands 2. Gather supplies (Insulin, insulin syringe, gloves, alcohol wipe, tissue or cotton ball) 3. Check 6 Rights of medication administration <ul style="list-style-type: none"> ✓ Right student ✓ Right time ✓ Right medication ✓ Right dose ✓ Right route ✓ Right documentation 4. Check insulin expiration date and appearance-clear, colorless and free of clumps 5. First time vial is used remove cap 6. Clean rubber stopper with alcohol 7. Remove needle cap 8. Pull plunger back to pull air into syringe until the tip of the plunger is at the line for the number of units required for the dose 9. Push the needle through the rubber stopper-making sure the tip of the needle is not in the insulin 10. Press the plunger to push air into the vial of insulin. 11. Turn the vial and syringe upside down so that the tip of the needle is in the insulin 12. Holding the vial with one hand, pull back on the plunger to pull insulin into the syringe until has reached the line of the proper dose 13. Check for large air bubbles-if there is push insulin back into the syringe and repeat step 11. 14. Double check if plunger at line marking of proper dose 15. Student assists in selecting site-rotate (change) sites 16. If student using alcohol pad, clean selected site and allow to dry 			

17. Pinch a large area of skin and push the needle straight into the skin all the way, at a 90-degree angle 18. Push the plunger all the way down to inject insulin 19. Release pinched skin, and count to 5 slowly, and pull the needle straight out 20. Safely dispose of used needle and syringe in sharps container 21. Remove gloves and wash hands			
D. Post Procedure 22. Inspect area for blood spills and follow district/program protocols for cleaning 23. Put insulin and supplies away 24. Document procedure-including date, time, site of injection and amount of insulin administered. Sign/initial documentation.			
E. Insulin Pen: 1. Remove the cover from pen needle 2. Attach pen needle to the insulin pen 3. Dial up and Prime to 2 units 4. Dial up the correct insulin dose 5. Give the appropriate dose of insulin following appropriate insulin injection procedure (same as above)			
<ul style="list-style-type: none"> Competency Statement: Demonstrates correct performance of insulin administration via syringe and pen. <p>Licensed Trainer Initials: _____</p>			
<ul style="list-style-type: none"> The above named, staff member demonstrates correct performance of glucose monitoring, insulin administration via syringe and pen. <p>Licensed Nurse Signature: _____ Initials: _____ Date: _____</p> <p>Signature of Trained Staff: _____ Initials: _____ Date: _____</p>			